



Time and Absence Management Improvements

Presentation Overview

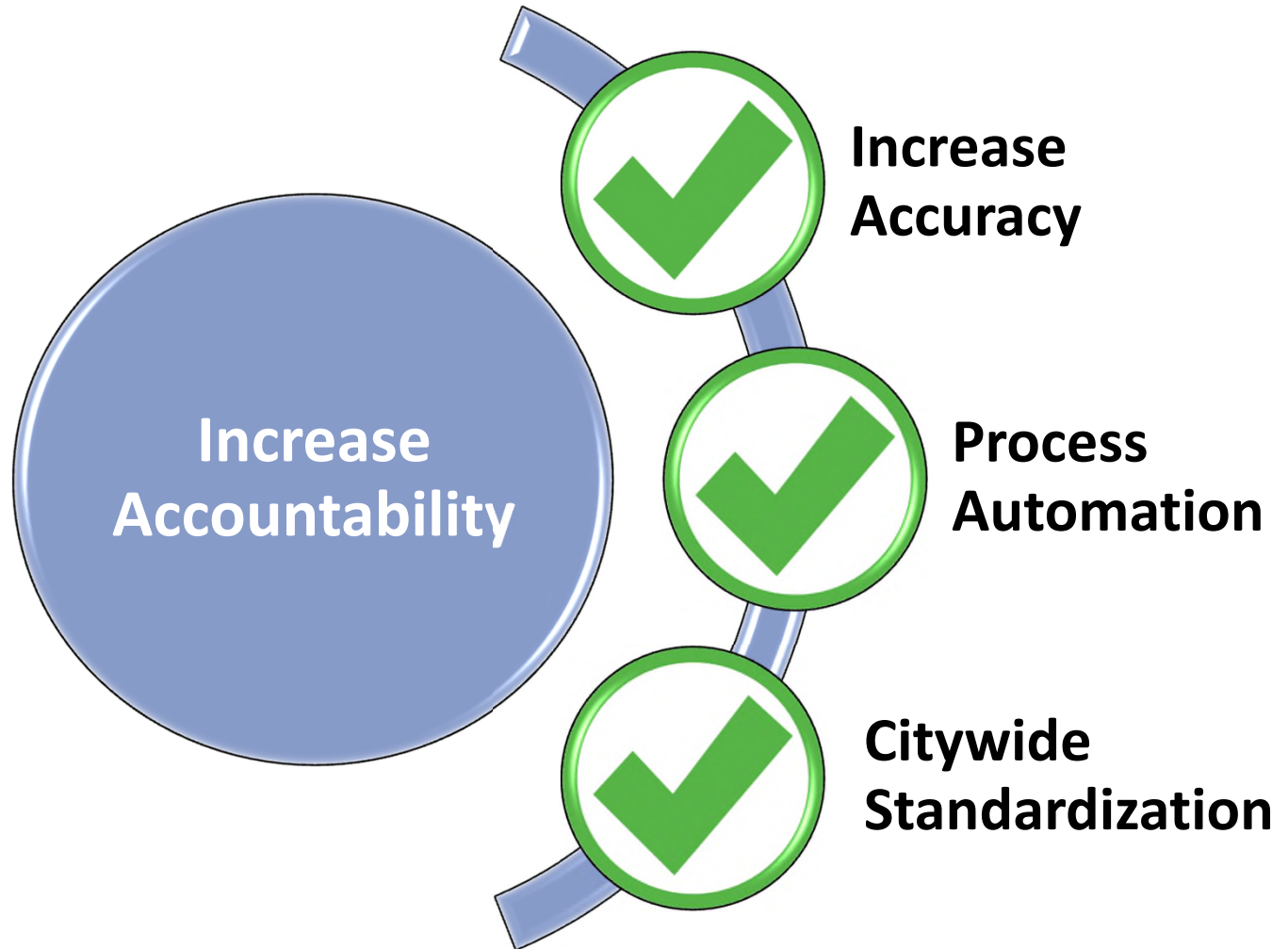
- The presentation provides an overview of enhancements to the city's PeopleSoft human resources management system
- The presentation discusses:
 - Enhancements to the administration of time and absence management
 - Changes to payroll processing
 - Process improvements

Ultimate Goal

The Priority of Well-Managed Government creates a data-driven organization that provides effective and efficient programs and services that are responsive, accountable, inclusive, and customer focused.



Why?



What are we doing now?

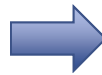
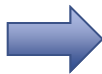
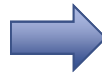
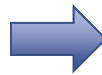
Current Process

Assume employee works assigned schedule, record when employee doesn't work

Payroll technicians manually calculate overtime

Some constitutional offices use separate systems to track and manage employee leave and provide supplemental pay

Request and approve leave on paper slips



Challenges

Hours worked may be over or under stated resulting in inaccurate compensation

Calculations may be at times inaccurate leading to over or under payment and a subsequent correction

Time intensive to verify accuracy of leave and supplemental payouts

Requests are not always entered timely resulting in overstated leave balances

The Enhancements

- **Time and Labor:** Facilitates the city's ability to plan, track, approve, and record actual hours worked by employees
- **Absence Management:** Automates the process for employees to request and be compensated for paid time off

Process Improvements

- Record hours an employee actually works to help eliminate over or under payments and subsequent corrections
- Automate overtime calculations resulting in accurate overtime payments
- Standardize citywide processes which provide increased accuracy and accountability
- Automate leave requests and approval through self-service resulting in accurate, real-time leave balances

Changes to Payroll

- Currently employees are paid semi-monthly on the 15th and the last day of the month (24 paychecks annually)
- Change to bi-weekly pay (26 paychecks annually)
 - Bi-weekly pay is the industry standard
 - Employees will receive a paycheck every other Friday
 - With semi-monthly sometimes employees go three weekends without a paycheck
- Annual salaries are not impacted

Summary of Benefits

- Increase **accountability** in all facets of time and absence management
- Significantly increase **accuracy** of employee compensation
 - Eliminate payments for unearned compensation
 - **Automate** overtime calculations result in strict adherence to Fair Labor Standards Act (FLSA) guidelines reducing likelihood of litigation for underpayment
- **Standardize** all city operations into one payroll process
- Reduce manual processes that lead to errors

QUESTIONS?